



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

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From: Commander, Navy Personnel Command, Fleet Support (PERS-6)

Subj: INDIVIDUALIZED PRISONER PROGRAM PLANS

Ref: (a) SECNAVINST 1640.9B
(b) OPNAVINST 1640.7A
(c) BUPERSINST 1640.19

Encl: (1) NAVPERS 1640/27 (09 04), Program Plan and Performance Summary
(2) DD Form 510 (Sep 2001), Request for Interview

1. Purpose. To provide Navy shore brigs with supplemental guidance for development of individualized prisoner program plans as required per references (a) through (c) to ensure prisoners obtain maximum possible benefit from confinement.

2. Background. Per article 6303.1 of reference (a), the Classification and Assignment (C&A) Board is responsible for establishing the individual prisoner's program upon completion of orientation. The C&A Board is concerned with custody, work assignment, special training, and other phases of corrections. The Board insures each prisoner, working with a counselor or case manager, develops specific goals of both a short and long term nature. In Naval Consolidated Brigs (NAVCONBRIGs), C&A Boards are established at the unit level where the prisoner is berthed. Implementation of this Secretary of the Navy (SECNAV) requirement can be found in paragraph 802b of reference (b) for Navy Waterfront Brigs, and paragraph 604.a of reference (c) for NAVCONBRIGs. While the requirement for an individualized prisoner program plan is well recognized, there is little guidance on the administration and management of individualized prisoner program plans. This letter serves to provide expanded guidance for developing and managing individualized prisoner program plans, hereafter referred to as "program plans".

3. Program Plans

a. Objectives. The program plan has the following objectives:

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(1) To establish long and short term prisoner goals in areas of training, education, treatment, and behavior as identified through review of confining offenses, testing, and evaluation. Such goals are to be established by collaboration between brig staff and the prisoner.

(2) To identify the brig/community resources required and available.

(3) To achieve a high degree of correlation between training, education, treatment and other services provided by brig staff and community resources.

(4) To evaluate and assist discharged prisoner's re-entry into civilian life.

b. Eligibility:

(1) Pretrial detainees. There is no requirement for pretrial detainees to develop and maintain a program plan. Detainees, however, may be assigned to any program that will assist them in adjusting to confinement.

(2) Post-trial prisoners. All post-trial prisoners confined in Navy shore brigs, regardless of service branch, with greater than 30 days of confinement remaining beyond completion of orientation shall be required to have a program plan. Prisoners who do not meet this requirement may be assigned to any program that will assist them in adjusting to confinement.

c. A Case Management Approach

(1) In developing program plans a case management approach to prisoner programming shall be used. Case management is a process aimed at delivering consistent care (e.g., services, treatment, programming, follow up) which is targeted at a set of needs agreed to be of high priority and amenable to change. The case management approach shall ensure that all eligible prisoners are assessed to determine their risks and needs, and prisoners have an individualized written program plan that addresses their needs and the needs of the facility. The functions and membership of the C&A Board are expressed in article 6303 of reference (a). In this model, the C&A Board accepts responsibility for carrying

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out and facilitating or coordinating: problem identification, assessment, drafting, finalizing, implementing, monitoring, and advocacy of an individualized prisoner program plan.

(2) Program plans shall be initiated by the assigned counselor or case manager and accepted by the C&A Board only when convinced the goals of the plan accurately address the prisoner's problems and needs. A critical element of this process is that the prisoner be involved and responsible for what is expected of him/her and come to some conclusion about what they expect of themselves. The program plan shall be openly negotiated. All parties should be flexible for prisoners to participate in a realistic program of their own choice, which also meets the needs of society (military or civilian) to which the prisoner will return. The prisoners will be able to speak freely, as must staff, and to indicate what they can and cannot do. The prisoners shall be informed, if they do not commit to an ongoing program component addressing the underlying reason(s) for the confining offense, there may be consequences to include, but not limited to, impact on earned time abatement, incentives, custody classification, and recommendations on clemency, parole, and supervised release. Caution must be taken to assure prisoners understand the various components of the program plan and have the reasonable capability to achieve the goals.

d. Components:

(1) Enclosure (1) provides a standardized program plan format and includes the major components therein (work, offense-related programs, education, self-improvement and personal growth, and release planning).

(2) Programs and objectives shall be stated in measurable terms, establishing time limits, performance levels, and specific, expected program accomplishments. Staff shall document progress and any program changes at subsequent reviews in the same manner as the initial program plan review. The prisoner may choose to not participate in the offered program, unless the program is a work assignment, or mandated by policy, court order, or statute.

(3) The prisoner is to be provided with, and must sign for, a copy of the program plan. If the prisoner refuses to sign for a copy of this report, staff witnessing the refusal shall

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signed statement to this effect on the report. The completed plan shall be filed in the prisoner record.

4. Administration

a. Review of Program Plans

(1) Staff shall conduct regular review of pretrial detainees; upon adjudication of the confining offense(s), and if required time remains, staff shall ensure the establishment of a program plan as provided herein.

(2) Staff shall conduct regular review of prisoners at intervals consistent with custody reclassification, or upon cause where applicable (new programs or program availability, convening authority action, significant advancement in release date, where requested by staff or prisoner). Where noncompliance to the program plan is noted, the C&A Board Chair shall be informed.

(3) Unscheduled review of the program plan may occur upon request of either the prisoner or staff, with the concurrence of the C&A Board Chair.

(4) All changes in the prisoner's program plan shall be carefully coordinated by staff and administered via the C&A Board.

b. Appeals:

(1) A prisoner may appeal the results of the C&A Board to the Commanding Officer (CO)/Officer-In-Charge (OIC)/Chief Petty Officer-In-Charge (CPOIC) via a DD Form 510, (enclosure (2)).

(2) Appeals must be submitted within three working days of acknowledgement of board action. When circumstances prevent a prisoner from presenting the appeal during this period, the prisoner may submit a request for delay within the initial appeal period, with a statement describing the circumstances that necessitate the delay. The CO/OIC/CPOIC shall review the request and grant delays where warranted, however, a delay is not automatic.

(3) An appeal must have substantive merit, or it is returned without further action.

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5. Training. CO/OIC/CPOIC shall ensure all staff and prisoners are fully aware of program plan requirements.

a. Instructions concerning the administration and management of program plans shall be thoroughly explained in the reception phase.


b. Orientation of the program plan requirement shall be included in pre-service/in-service training and annually thereafter for all staff personnel.

6. Effective Date. This policy shall be implemented within 90 days of signature date. Further, the above policies and guidelines shall be coordinated for inclusion in the next change to reference (a). As an interim measure, a file copy of this letter shall be retained with reference (a). Until COMNAVPERSCOM (PERS-68) develops an automated prisoner plan module within Corrections Management Information System (CORMIS), enclosure (2) shall be used.

7. Applicability. This policy applies throughout Navy corrections system and is applicable to all eligible prisoners, regardless of Service affiliation.

8. Forms. NAVPERS 1640/26 (09-04), Program Plan, is available at <http://forms.daps.mil/order/>. Enclosure (2) is available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

9. Point of Contact. Mr. Tim Purcell, NAVPERSCOM (PERS-68B), at (901) 874-4452/DSN 882, e-mail: timothy.purcell1@navy.mil.


J. W. MCCAUSLAND
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Fleet Support (PERS-6)
By direction

Distribution:

FFC (N16)

COMPACFLT (N16)

CNI (N1)

All Navy shore brigs and PCFs

CMC HQMC (PSL Corrections)

PROGRAM PLAN AND PERFORMANCE SUMMARY

PRISONER NAME (LAST, FIRST, MIDDLE INITIAL):		DATE:
RESIDENT CONTROL NUMBER:		FACILITY:
TYPE OF REVIEW: <input type="checkbox"/> INITIAL CLASSIFICATION <input type="checkbox"/> PROGRAM REVIEW		HOUSING ASSIGNMENT:
PART I - LONG TERM GOALS (THIS SECTION ESTABLISHES LONG-TERM TRAINING, EDUCATION, TREATMENT, BEHAVIOR, SUBSTANCE ABUSE, AND/OR OTHER PROGRAM GOALS.)		
GOALS	ACTION PLAN	TARGET COMPLETION DATE
PART II - GOALS FOR NEXT PROGRAM REVIEW PERIOD (THIS SECTION ESTABLISHES SHORT-TERM TRAINING, EDUCATION, TREATMENT, BEHAVIOR, SUBSTANCE ABUSE, AND/OR OTHER PROGRAM GOALS.)		
GOALS	ACTION PLAN	TARGET COMPLETION DATE

PROGRAM PLAN AND PERFORMANCE SUMMARY (CONTINUED)

PRISONER NAME (LAST, FIRST, MIDDLE INITIAL):		DATE:
PART III – PERFORMANCE SUMMARY (THIS SECTION DOCUMENTS PROGRAM PARTICIPATION AND PERFORMANCE RATINGS AND IS USED IN DETERMINING ELIGIBILITY FOR INCENTIVES AND EXTRA GOOD CONDUCT TIME.)		
PROGRAM PLAN COMPLIANCE SINCE LAST REVIEW: <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY		
PROGRESS SINCE LAST REVIEW:		
RELEASE PREPARATION PARTICIPATION: (RELEASE PLAN <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A):		
WORK ASSIGNMENT:	EMPLOYMENT RATE: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	EVALUATION: (SATISFACTORY) <input type="checkbox"/> YES <input type="checkbox"/> NO
CELL/PERSONNEL INSPECTION: LOWEST RATING TO DATE: <input type="checkbox"/> SATISFACTORY OR ABOVE <input type="checkbox"/> UNSATISFACTORY DATES OF ANY UNSATISFACTORY RATINGS:		
DISCIPLINARY REPORTS:		
OFFENSE RELATED OR OTHER REHABILITATION ROGRAMS:	EARNING RATE: <input type="checkbox"/> 1 <input type="checkbox"/> 2	PROGRESS TO DATE:
EDUCATION PROGRAMS:	EARNING RATE: <input type="checkbox"/> 1 <input type="checkbox"/> 2	PROGRESS TO DATE:
SELF-IMPROVEMENT AND/OR PERSONAL GROWTH PROGRAMS:	EARNING RATE: <input type="checkbox"/> 1 <input type="checkbox"/> 2	PROGRESS TO DATE:
SUPPORT ACTIVITIES:	EARNING RATE: <input type="checkbox"/> 1	PROGRESS TO DATE:

PROGRAM PLAN AND PERFORMANCE SUMMARY (CONTINUED)

[illegible]

REQUEST FOR INTERVIEW <i>(Read Privacy Act Statement on back before completing form.)</i>			
1. TO: Confinement Officer		2. DATE (YYYYMMDD)	
REQUEST THAT I BE AUTHORIZED AN INTERVIEW WITH THE PERSON NAMED BELOW			
3. NAME OR TITLE			
4. SUBJECT AND PURPOSE OF THE INTERVIEW			
5. PRISONER'S NAME <i>(Last, First, Middle Initial)</i>	6. SERVICE NO./SSN	7. DEPT. OF MIL. SERVICE	8. SIGNATURE OF PRISONER
ACTION <i>(To be filled in by Confinement Officer)</i>			
9a. INTERVIEW WAS <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> NOT AUTHORIZED <i>(Show reasons under Remarks)</i>		b. DATE (YYYYMMDD)	
10a. FORWARDED TO <i>(Name, Grade, and Organization, printed)</i>		b. DATE (YYYYMMDD)	
11a. INTERVIEW WAS HELD WITH <i>(Name, Grade, and Organization, printed)</i>		b. DATE (YYYYMMDD)	
12. REMARKS			
13. NAME AND GRADE OF CONFINEMENT OFFICER <i>(Printed)</i>		14. SIGNATURE OF CONFINEMENT OFFICER	

DD FORM 510, SEP 2001

PREVIOUS EDITION MAY BE USED.

PRIVACY ACT STATEMENT

AUTHORITY: Chapter 48, Title 10 U.S.C., Military Correctional Facilities; 10 U.S.C. 3013, Secretary of the Army; DoD Directive 1030.1, Victim and Witness Assistance; DoD Directive 1030.2, Victim and Witness Assistance Procedures; Army Regulations 190-47, Army Corrections System; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): The primary use of this information by Correction Officials is for approval/disapproval, to maintain accurate records of requests and remarks pertinent to the interview.

ROUTINE USES: Information may be disclosed to local, state, and federal law enforcement and investigation agencies for investigation and possible criminal prosecution, civil court actions or regulatory orders.

To confinement/correctional agencies for use in the administration of correctional programs including custody classification, employment, training and educational assignments, treatment programs, clemency, restoration to duty or parole actions, verification of offender's criminal records, employment records, and social histories.

To state and local authorities for purposes of providing (1) notification that individuals, who have been convicted of a specified sex offense or an offense against a victim who is a minor, will be residing in the state upon release from military confinement and (2) information about the individual for inclusion in a state operated sex offender registry.

To the Bureau of Prisons for purpose of providing notification that the military transferee has been convicted of a sexually violent offense or an offense against a victim who is a minor.

To victims and witnesses of crime for purposes of notifying them of date of parole or clemency hearing and other release related activities.

The "Blanket Routine Uses" set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

DISCLOSURE: Voluntary. However, failure to provide the requested information may result in the denial of the requested interview.